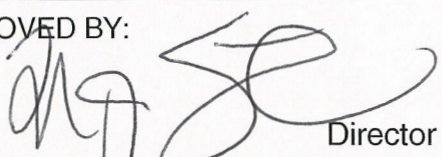




## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT  <b>REINSTATEMENTS AND RESTORATIONS</b>	POLICY NO.  <b>601.02</b>	EFFECTIVE DATE  <b>02/02/2015</b>	PAGE  <b>1 of 2</b>
APPROVED BY:  Director	SUPERSEDES  <b>601.2 10/01/1989</b>	ORIGINAL ISSUE DATE  <b>04/02/1979</b>	DISTRIBUTION LEVEL(S)  <b>1</b>

### PURPOSE

- 1.1 To provide guidelines for handling employee requests to return to a position held formerly in the Los Angeles County Department of Mental Health (LACDMH) or elsewhere in the County.

### DEFINITIONS

- 2.1 **Reinstatement:** A re-appointment, after a break in service, to a position in a class in which status was formerly held.
- 2.2 **Restoration:** A return to a position in a class that was formerly held.

### POLICY

- 3.1 The decision to reinstate (or not to reinstate) an employee or former employee is at the discretion of LACDMH. Former employees who separated under certain conditions may have mandatory restoration rights to their former position or employing unit, or to a position in the same class in which they were previously employed and had attained permanent status.

### PROCEDURE

- 4.1 The LACDMH shall use discretion in considering the reinstatement of competent employees. All applicable Civil Service Rules and County Code salary provisions shall be followed in making the appointments and establishing appropriate salaries.
- 4.2 Restoration shall be made only when the best interests of the LACDMH are served. Employees may be restored to previously held classifications by appropriate administrative action.
- 4.3 All reinstated/restored employees shall serve a new probationary period.



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
REINSTATEMENTS AND RESTORATIONS	601.02	02/02/2015	2 of 2

### AUTHORITY

1. [Los Angeles County, California, Code of Ordinances Title 5 Appendix 1 Rule 17](#)

### RESPONSIBLE PARTY

LACDMH Human Resources Bureau